



## World Class Conferencing Attended Conferencing - Overview

### Special conferencing needs

World Class Attended Conferencing is a high touch fully operator managed conference designed specifically for companies that perform large calls. When you have a critical announcement to make to hundreds of remote participants, it is essential that you have full confidence in your conferencing provider. Let the accommodating World Class Conferencing operations team assist you in scheduling and hosting of your next event and gain that added peace of mind.



### Reserve your event

Seasoned conference professionals acting as your personal event consultant will take your reservation over the phone matching your business needs with our many enhanced event features.

### Choose how to hold your event

**Toll Free Dial In** – Participants dial in to a pre-assigned number and are greeted by a Conference Coordinator. This service allows participants to call in from anywhere within the US at no additional charge while allowing all charges to be billed to the conference Chairperson.

**Toll Dial In** – Participants dial in to a pre-assigned number and are greeted by a Conference Coordinator. This service allows participants to call in from anywhere in the world to access the conference call and incur their own long-distance service rates.

**Dial Out** – The Company hosting the event supplies World Class Conferencing with a participant list, including names and phone numbers. Participants are called by a Conference Coordinator to enter the event.

### Hosting your event

At the time of your conference, World Class Conferencing Conference Coordinators will host your event, greeting each of your invited participants and placing them into your conference. A lead Conference Coordinator will assist you with the administration of any of the enhanced features you selected when scheduling your event. The goal of this service is to provide a high touch atmosphere while freeing up your time to focus on the content of the conference call.

### Most frequently requested enhanced features

Question & Answer	Process by which a large audience is managed during an interactive session. End users desiring to pose a question enter a code to place their line in queue.
Participant List	Reporting on those who are attending the meeting.
Remote Replay	A digital archive of the meeting available on a variety of real-time media.
Coordination Line	A separate line to the conference operator for the purpose of coordinating various activities that occur while the meeting is in progress.

Visit [www.worldclassconferencing.com](http://www.worldclassconferencing.com) for more information or contact your local World Class Conferencing office.